City of San Antonio

Application for Employment



111 Plaza de Armas San Antonio, Texas 78205

Mailing Address: P.O. Box 839966 San Antonio, Texas 78283-3966

> Office: (210) 207-8108 Job Line: (210) 207-7280 TTY: (210) 207-4235

Internet: http://www.sanantonio.gov
Equal Opportunity/Affirmative Action Employer



Last Name

CITY OF SAN ANTONIO HUMAN RESOURCES DEPARTMENT

Section 1: General Information. Completion of this section is required. Use Black Ink. For optimum accuracy, please print in capital letters and avoid contact with the edge of the box. Shade-in appropriate bubbles on this form.

First Name

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	Address Number				Street Name																Apt. No.								
	City				St				tate Zip Code							Home Phone					_								
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Section 2: Equal Opportunity/Affirmative Action Survey. Completion of this section is voluntary.

FEDERAL AND STATE LAWS PROHIBIT DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR, AGE, SEX, NATIONAL ORIGIN, ANCESTRY, POLITICAL BELIEF, OR DISABILITY.

The City of San Antonio requests the following information for purposes of government record keeping and reporting in connection with our affirmative action activities. This confidential form will be detached from your application before being forwarded to hiring officials. This information will have no bearing upon the process of considering you for employment.

Age O Yes, I am at least 40 years old/older. O No, I am not at least 40 years old/older.	Ethnicity Hispanic African Ameri Non-Minority Asian or Paci American Ind		Sex O Male O Female	Veteran O Yes No	Military Status O None O Active Reserves O Inactive Reserves
	How did you k	earn about this	job?		
O Another govern	ment agency	O Internet			
O Came on my own	ı	○ Kiosk			
O City advertise	ment	O Newspaper			
O City employee		O Placement	officer at	my school	
O City Job Line		O Private e	mployment ag	ency	
O City recruitme	ent officer	O Televisio	n		
○ Customer Servi	ce Center	Other			
Applicant's Signature below in box area			Date /		

City of San Antonio Application for Employment

Please print or type all information.											
Title of Position Applying for	2. Depa	rtment		3. Job Class No.							
A Nicosa Lord	Fire		NAC JULY 1 - 20 - 1								
4. Name: Last	First		Middle Initial	5. Soc. Sec. No.							
6. Current Address: Number	Street		Apt. No.	7. Bus. Phone No	O.						
			,	() -							
8. City	9. Sta	te 1	0. Zip Code	11. Home Phone	No.						
				()	-						
12. Education Circle the highest grade	completed GED	9 10 11	12 Associate	e's Bachelor's	Master's Ph.D.						
High School Name:	Gradu		City, State:	Year Graduated							
Yes L No L											
College/Technical School Name: Field	d of study Degree of sem	e or number n. hrs	City, State:		Year Graduated						
College/Technical School Name: Field		e or number	City, State:		Year Graduated						
	of sem										
13. General Skills Word Processing/	Computer Skills - L	ist software a	and years of expe	erience: 0-1 yr	1-2 yrs 2+ yrs						
				H	H						
License/Certificate (other than Driver's License):											
Background: Attach additional pages if necessary.											
14. Language other than English in which you are fluent: ☐ Read ☐ Write ☐ Speak Language other than English in which you are fluent: ☐ Read ☐ Write ☐ Speak											
15. Are you a current City employee? If Yes, list the department:	Yes No)									
16. If No, have you ever been hired for	a position with the	City? Yes	□No If yes, list	t the department(s)	and dates below.						
Department											
Department			From	To	7						
17. Do you have any relatives (by blood If yes, A. List name(s), B. relations			y of San Antonio	? Yes] No						
A.	пір(з), апа с. чер В.	artificiti(3).	C.								
A.	B.		C.								
18. Has your employment ever been inv			u ever resigned t	to avoid discharge (for any reason						
except lack of work) within the past If yes, list name and address of emp			ischarge/resigna	ation							
Name of Employer:	noyor and date and		ress:								
State reason for discharge/resignati	on to avoid dischar			if necessary.							
19. List any name(s) used in the past:											
20. Have you ever served in the military	? Yes	☐ No B	ranch								
Highest Rank	From	То	Type of Di								
21. If the job for which you are applying											
Driver's License # Typ Endorsements	e Stat Restriction		Expiration date	;							
22. List all moving violation convictions			additional pages	s if necessary.							
Type of Offense Date	City	State	Action	Taken							
Type of Offense Date	City	State			□ N.						
23. Have you ever been convicted of a List any and all convictions. Attach			violations) or feld	ony? ∐ Yes	□ No						
Type of Offense Date		necessary. State	Action	ı Taken							
Type of Offense Date	•	State		Taken							

This section **MUST BE COMPLETED** even if you are attaching a resume. Since every effort will be **Employment History:** made to contact current and previous employers, correct telephone numbers are important. Volunteer work or internships may also be included. Additional employment information may be attached. **Current or Most Recent Employer:** ☐ Full Time ☐ Part Time State Zip Code Phone Number Address Date employed: From _____ To ____ Job Title Supervisor's Name ☐ No Salary: \$ (monthly) Reason for Leaving: ☐ Full Time ☐ Part Time Second Most Recent Employer: State Zip Code Phone Number Date employed: From _____ To ____ Job Title Supervisor's Name If currently employed, may we contact your supervisor? □No Salary: \$ (monthly) Duties: Reason for Leaving: ☐ Full Time ☐ Part Time Third Most Recent Employer: City State Zip Code Phone Number Address Date employed: From _____ To ____ Supervisor's Name If currently employed, may we contact your supervisor? Yes □No Salary: \$ (monthly) Duties: Reason for Leaving: **CERTIFICATION** I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind. I authorize the City of San Antonio to conduct a background check pertaining to my suitability for employment which may include a criminal history check and medical evaluation. I hereby release said companies, schools or persons from all liability for any damage of issuing this information. I understand and agree that any misleading or incorrect statements or omissions may render this application void, and if employed, would be cause for termination and this employer shall not be liable in any respect for such action or termination. As an applicant for employment with the City of San Antonio, I understand that, if hired, I must comply with the employee Drug and Alcohol Policy and the Immigration Reform and Control Act of 1986, which requires proof of employment eligibility. Additionally, I agree to submit to a pre-employment drug screening test if requested or required by the City of San Antonio and understand that my application will be rejected if I fail to do so. Signature: Date: Additional page(s) attached? Yes No FOR OFFICE USE ONLY: City Employee: Act. No. Date Initial Date